

# King County 2003 Personal Property Affidavit

Account: 0-

Department of Assessments Personal Property Section 500 4th Avenue - Room 807 Seattle WA, 98104-2371	Phone: 206-296-5132 1-800-325-6165 ext. -5132 personal.property@metrokc.gov
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## Personal Property Reporting and Assessment Process

In Washington State, both real and personal property are assessed for tax purposes. State law requires that property used in a business on January 1 be reported to the county assessor in that year for assessment purposes. This form is for providing this information.

**Deadline for returning the completed form is April 30 (RCW 84.40.040 and WAC 458.12.070). Not filing this form by April 30 will result in a penalty being added to the tax amount billed. The penalty is five percent of the tax due, per month, not to exceed twenty-five percent (RCW 84.40.130).**

In Washington State, personal property refers to assets used in a business, not property used only for personal use. Typically, personal property is movable. Examples of personal property are desks, file cabinets, computers, etc. used by a business.

To determine the assessed value of personal property, list each asset's description, acquisition year and cost on the appropriate asset listing beginning on page 5. The total purchase cost of assets is needed, excluding sales tax. The total purchase cost of an item includes all costs associated with making the property operational; for example, installation, freight and engineering charges. Include the value of any trade-in in the purchase cost - EXCLUDE SALES TAX.

## Form due April 30, 2003 for taxes payable in 2004

If you need this form in an alternative format, please call (206)205-6900 TTY (206)296-7888

Reported purchase costs of personal property are used to calculate the property's assessed value. Property owners are mailed a Personal Property Valuation notice once the assessment is made. It shows the assessed value that will be used to calculate taxes due the following year. If you believe the assessed value shown is incorrect, please contact this office. Our appraisers are available to review the assessment and to process needed changes. The sooner this is done, the easier and more quickly changes can be made.

An appeal can be initiated if the assessment is believed to be incorrect or excessive. However, appeals must be filed with the county's Board of Equalization by July 1 of the year in which the assessment is made. Or, no later than 60 days after the notice is mailed - whichever date is later (WAC 458.141.056). Appeals filed after these due dates will not be accepted.

*The assessed value on the Valuation Notice will be used to produce a personal property tax bill. It will be mailed and is payable the following year.*

## Instructions for Completing the Form

### Updating Taxpayer Information

General account information is provided on page 3. Please review and update this information to reflect any changes that may have occurred since a previous filing and to provide any missing information. Also please indicate if you've sold your business or have gone out of business so we can make corresponding changes in our records.

### Reporting Supplies and Videos, Claiming Exemptions

Supplies, materials and other expensed items also are assessable and should be reported on page 4. Divide yearly cost of supplies by 12 and report that amount. Also use this section to report the number of laser discs, game cartridges, video tapes and DVD's available for rent on January 1. Contact this office if your business's personal property includes billboards, poster panels or title plants.

### Listing Owned Business Assets

A list of owned business property previously reported begins on page 5. If this is the first time you've filed, this section will be blank. Instructions are provided on this page for updating a preprinted property list and to provide information about new or not previously reported personal property.

Please provide all information requested. This includes providing a category code for each listed asset along with providing a brief description of the property. This information will be used to determine the depreciation rate for the property. A list of frequently used category codes is provided on the back of this page. A complete listing, along with depreciation information, may be downloaded from the Forms page on our web site ([www.metrokc.gov/assessor](http://www.metrokc.gov/assessor)) or may be obtained by contacting our office.

### Listing Other Types of Personal Property

Report formerly leased and now owned personal property, as well as building improvements and leased property on the pages provided. Reporting instructions are provided for each type of property.

Please round costs reported to the nearest dollar.

Report Property for Multi-Location Businesses

Businesses with more than one location need to complete a form for each business location. This allows allocation of personal property value for each business location to its specific taxing district. Please contact this office if you don't receive a form for each location.

Signature is required. See Page 3.

Sample

**Account: 0**  
**Sample**

Please provide a category code for each item of business property you list on the following pages. A list of frequently used codes is provided here. A complete list of available codes can be downloaded from the Forms page of our web site at [www.metrokc.gov/assessor](http://www.metrokc.gov/assessor) or call our office (See phone number below.) to have a copy sent to you.

**Personal Property Category Codes**  
**Due April 30, 2003 - Penalty for late filing**

**Owned Business Property and Formerly Leased Category Codes**

Code	Description
30	Agr. M&E Except Tractor
20	Agr. M&E Milk & Dairy
10	Agr. M&E Tractors
183	Air Conditioning Units, Single
680	Art Works & Antiques
400	Auto Repair M&E
112	Bank/Cash Machines
391	Beauty & Barber Shop Equipment
426	C.A.T.V. Converters & Decoders
424	C.A.T.V. Distribution Equipment
425	C.A.T.V. Headend Equipment
420	Cablevision
141	Cash Registers & Scanners
553	Cell/wireless antennae only
551	Cell/wireless telephone tower - Tower only
552	Cell/wireless tower - antennae
310	Cement Pumps
260	Coin-Op Machines
610	Computer Equipment
270	Construction General
273	Construction M&E, Well Drilling
290	Construction Road M&E
120	Coolers Walk-In
130	Copiers
150	Dies/Molds Foundry
381	Dry Cleaning M&E (non-coin-op)
160	Electrical M&E
110	Electronic M&E
122	Electronic M&E - Printed circuit board
125	Electronic M&E - Proc support/piping
124	Electronic M&E - Product assembly
123	Electronic M&E - Silicon wafer
415	Espresso Carts
171	F & F Bank
182	F & F Hospital
200	F & F Hotel/Motel
186	F & F Nursing Home
170	F & F Office & Wholesale
410	F & F Rest/Bar/Tav & Equipment
180	F & F Retail/Trade
315	Fixed Loads
392	Forklifts/Lifts/Lift trucks
210	Garbage Dumpsters
644	Improvement Leased Land
421	Janitorial Service Equipment
386	Laundry Equipment
240	Libraries Professional

**Building Improvement Category Codes**

Code	Description
320	Logging M&E
422	Mailing Machines
117	Med Diagnostic/Lab Eq (same as Cat Scan, MRI, Ultrasound)
342	Mfg M&E Food (including Fish Proc)
346	Mfg M&E/Sheet Metal
350	Mfg. M&E Aircraft
330	MFG. M&E Apparel
343	Mfg. M&E Furniture
345	Mfg. M&E Mach & Vehicle
340	Mfg. M&E Other
271	Mobile Equipment
530	Music & Sound Systems
390	Non-MFG. M&E All Other
490	Office Machines
388	Packing & Sorting M&E - Electronic
116	Photo Developing 1-Hr
396	Photography Equipment
617	Point of Sale Computer Systems (POS)
440	Pollution Control M&E
357	Printing & Publishing Presses
450	Prof Equip Medical/Dental
520	Propane Tanks
411	Radio/TV Broadcast Equipment
630	Radios 2-Way
370	Refrig/Cooler/Ice Equipment
460	Rental Equipment
470	Research M&E
602	Safes/Safety Deposit Boxes
403	Service Station Dispensers
402	Service Station M&E
374	Sewing Equipment
590	Signs Neon/Plastic Illuminated
600	Small Tools/Patterns
612	Software, Canned
613	Software, Custom
632	Telephone, Pagers
611	Telephone/Fax Equipment
631	Television Sets
620	Test Equipment
685	Title Plants
550	Tower/Satellite Dish
398	Trade Booths
131	VCR's & Video Recorders (incl. rentals)
380	Warehouse Equipment
670	X-Ray Dental/Lab Equip
678	X-Ray Other Than Dental
700	Antenna Systems
702	Architect/Design Fee
704	Asphalt
706	Awnings
708	Bar
710	Blinds
712	Book Stand
714	Booths
716	Cabinets
718	Car Wash (5-Min/Coin-Op)
720	Carpentry
722	Carpet & Rugs
726	Ceiling
728	Compressor & Air Lines
730	Computer Room
734	Concrete
736	Construction
738	Conveyor System
740	Counter/Counter Top
742	Crane
744	Decorating
746	Desk (Built-In)
748	Display Cabinets
750	Dividers & Partitions
752	Dock Levelor & Board
754	Door & Door Opener
756	Drapes
758	Drywall
760	Electrical Fix & Lights
762	Electrical Wiring
764	Exhaust System/Hood
766	Fence
768	Flag Pole
770	Floors & Covering
772	Foundation & Concrete
774	Framing
776	Fuel Pumps
778	Gates Automatic
780	Glass
782	Graphics
784	HVAC
786	Insulation
788	Intercom System
790	Interior
792	Kitchen Installation
794	Labor
796	Land Improvements

Code	Description
800	Leasehold Improvements
802	Lighting Installation
804	Loading Dock
806	Locks
808	Lumber
810	Machine Installation
812	Material
814	Millwork
816	Mirrors
820	Miscellaneous
826	Music & Sound Systems
822	Non-Depreciated
824	Office/Bldg/Additions
828	Painting
830	Paneling
832	Plumbing
834	Pollution Control Sys
836	Port. Bldg & Office Trailer
838	Rack
840	Refrigeration
842	Remodel
844	Repair
846	Roof
848	Safe/Vault/Deposit Box
850	Security/Fire Alarm Sys
852	Shades
854	Shelving
856	Signs
858	Sink
860	Smoke Detector
862	Sound/Acoustical
864	Sprinkler & Water Line
868	Stairs
870	Storage
872	Structural
874	Tanks Storage
876	Tile
878	Towers/Satellite Dish
880	TV Monitor System
882	Wall & Wall Covering
865	Waterline
884	Windows

**Account: 0  
Sample**

**Taxpayer Information  
Due April 30, 2003 - Penalty for late filing**

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Taxpayer Name: **Sample**

Attention:

Mailing Address:

City, State, Zip:

Business Name:

Physical Location:

City, State Zip:

Phone:

FAX:

Toll-Free Phone:

E-Mail Address:

Levy Code:  UBI Number:

SIC Code:

Business Type: (Check one)  Sole Proprietor  Partnership  Corporation  Any Other

State of Incorp:  (For 'Corporation' and 'Any Other' ONLY)

< **When account information changes -**  
Print updated information in the spaces provided. Revise taxpayer name and address to show who we should contact with questions. Update business name and physical location to show the company's name and location of assets in King County.

< **If business moves within King County-**  
Show month and year of move here.

**Business Sold - Attach a copy of sales agreement or bill of sale**

New Owner's Name:  Mailing Address:

Date Sold:  Phone:  City, State, Zip:

Method of Ownership Transfer: Deed  Title Transfer  Bulk Sale  Contract  Repossession  Stock Transfer

Sales Information:  +  +  +  +  =

Equipment \$      \* Inventory \$      Bldg Improvements \$      \* Intangibles \$      Other \$      Total Sales Price

< **When business sells -**  
Provide information about sale of the business as requested here. Be sure to include components of the total sale price. Attach a copy of the sales agreement or bill of sale.

\*Inventory and intangible personal property are not assessed.

**Business Closed or Moved Out of King County**

Date out of Business:  Street Address:  Address of assets if in storage:  Disposition of Assets (Please explain)

Date moved:  City, State, Zip:

< **If business closes or moves out of county-**  
Complete this section if the business is no longer operating or has moved to another county. Show address of any stored assets.

**Signature**

Affidavit: I declare under penalties of perjury that this return (including any accompanying schedules and statements) has been examined by me. To the best of my knowledge and belief, it is a true, correct and complete listing of all taxable personal property (including consigned goods and leased equipment) in King County owned, held or controlled by the undersigned taxpayer.

Taxpayer Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Preparer's Name: \_\_\_\_\_

Signer's Name: \_\_\_\_\_ Title \_\_\_\_\_ Preparer's Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

2002 AV \$0

Account: 0  
Sample

Supply, Exemption and Video Information  
Due April 30, 2003 - Penalty for late filing

### Supplies, Materials and Other Expensed Items

Please provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, fuel, spare parts and expensed small tools. For research companies, this would include all raw materials and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) Divide yearly supply cost by 12 and report that amount below.

Supplies, Materials & Other Expensed Items \$ \_\_\_\_\_

For Assessor's use

### Exemptions

#### Washington State Department of Revenue (DOR) Exemption

If your business has either a full or partial exemption from DOR, please provide the exemption number and attach a copy of the exemption determination letter DOR sent you. Exemption information is provided in RCW Chapter 84.36. Exemption from federal income tax does not apply.

DOR Exemption Number

#### Head of Family Exemption - must be applied for annually

This exemption is given to the sole owner of reported property. This exemption is not granted to a partnership or corporation. A qualified taxpayer is allowed only one exemption per year (RCW 84.36.110).

Are you a sole proprietor not currently receiving this exemption on another personal property account that meets one of the following qualifications:

1. Person receiving an old age pension
2. A US citizen over the age of 65 residing in Washington State, continuously for 10 years
3. Surviving spouse, not married
4. Head of household (child and/or spouse)

Yes  No

#### Farm Machinery and Equipment Exemption

Substitute House Bill 1906 exempts farming machinery and equipment from state property tax. It declares that all machinery and equipment owned by a farmer that is personal property is exempt from property taxes levied for any state purpose if the items are used exclusively in growing and producing agricultural products during the calendar year for which the claim for exemption is made. This exemption applies to taxes levied for collection in 2003 and every following year. To qualify, farm machinery and equipment must be used exclusively in growing and producing agricultural products.

To apply for this exemption, please check here and a Qualification Questionnaire will be sent to you.

#### Video Game Rental Property

Enter the number of these items your business had available for rental at this location as of January 1.

Code	Description	Units
681	# of Laser Discs	
682	# of Game Cartridges	
683	# of Video Tapes	
686	# of DVDs	







